



## EMPLOYMENT OPPORTUNITY

# Recreation Supervisor II

Recruitment Number: 04-282

Salary: \$3,457.93 - \$4,203.13/Monthly  
Filing Deadline: 5 PM, MONDAY, AUGUST 23, 2004

### POSITION SUMMARY

The Recreation Supervisor II will perform professional recreation and community service work in planning, organizing, promoting, supervising, conducting and evaluating year round, major City recreation or community services programs involving Athletics, Special Interest Classes, Marketing, Community Centers, Middle School After-School Programs, Therapeutics or Senior Citizens and performs other related work as required. The current vacancy is in the **Adult Sports Section of the Athletics Division**; however, individuals may be moved into another program at any time. The list created by this recruitment will be good for a maximum of 6 months and may be used to fill future vacancies in other areas. Weekly work schedules will regularly include four (4) afternoon/evening shifts (Monday-Friday) until 10:00 PM, and occasionally include Saturday shifts.

### ESSENTIAL FUNCTIONS

(Functions may include, but are not limited to, the following): This position reports to the Recreation Supervisor III or Senior Recreation Supervisor and is responsible for planning, organizing and directing one or more of the following programs: Athletics, Special Interest Classes, Marketing, Community Centers, Middle School After-School Programs, Therapeutics or Senior Citizens. The Recreation Supervisor II is also responsible for selecting, scheduling, evaluating and mentoring subordinate staff, contractual instructors and volunteers; planning and conducting staff training, maintaining a liaison with local schools and other community groups and organizations; interpreting the City recreation and community service programs to the public both on-site and at various community events; preparing news releases for newspapers, radio and television; assisting in budget preparation for the section; maintaining records, writing, and preparing reports; entering into agreements for facility rentals and programs; preparing requisitions for equipment and supplies; maintaining an inventory of equipment and supplies; collecting and depositing monies; conducting facility safety inspections and establishing and enforcing safety and participation standards to protect spectators and participants; developing publicity materials; establishing program fees for the use of recreation facilities by users; evaluating community recreational needs and requirements; recommending and implementing programs, establishing standards of performance, operating procedures and program objectives for subordinate staff; coordinating and implementing city-wide events; providing assistance for Capital Improvement Projects and design development of new recreational facilities; participating in various Department and/or City committees; serving as staff to assigned City Commissions where applicable, and performing other duties as assigned. Additional functions specifically involved in Adult Sports include: training subordinate staff in ball field preparation and maintenance and providing hand-on ball field preparation and maintenance on an as needed basis; conducting manager's meetings; selecting contractual league officials and overseeing their performance including the verification of billings and processing of payment requests; conducting game site visitations and evaluations on week nights and weekends; assisting in the coordination of City-wide field use by Adult Sports, Youth Sports council organizations, rental groups and the general community; planning, organizing marketing and conducting athletic tournaments; evaluating opportunities for the development, expansion and promotion of the Adult Sports Program, and participating in cross-training for and maintaining knowledge of the Youth Sports Program in order to interpret the program to the public in the absence of the Youth Sports Supervisor.

### MINIMUM QUALIFICATIONS

**Education, Training and Experience:** Any combination of training, experience, and education equivalent to graduation from college with a major in Recreation, Physical Education, Public Administration or a related field and one year of professional recreation experience. Although full-time experience is preferred, part-time professional experience following graduation may be substituted (2,080 hours is equivalent to one year of full-time work experience). **MANDATORY:** Possession of a valid California Driver's License at time of interview. **HIGHLY DESIRABLE:** Bachelor's degree in Recreation, Physical Education or a related field. Must have working knowledge of computer desktop application programs software (word processing, graphic software, spreadsheets, etc.)

**Knowledge, Skills and Abilities:** Knowledge of: objectives and methods of planning, organizing, directing and evaluating recreation and community service programs; supervision; municipal budgeting as it relates to recreation and community services programs; rules and skills involved in a variety of recreational community service activities; ability to: enlist staff interest, participation, and support of children, adults, and senior citizens; exercise sound judgment; maintain discipline; prepare and present written and oral reports and presentations to interested community groups; must be willing to respond to emergencies as required; work cooperatively with others; and work nights, weekends and holidays. Candidates for this position must be able to respond to emergencies as required; to read, develop and write reports and draft policies and procedures, design publicity and marketing materials, and apply skills in fiscal management for the Department's various programs and populations.

### PHYSICAL DEMANDS

Must be able to travel to various city locations to attend meetings, evaluate programs and staff; sit for prolonged periods of time at meetings or events; exercise sound judgment, supervise staff, inspect facilities and special events locations for overall safety; type using a computer keyboard; communicate over the telephone, read and interpret information; lift (over the head) and carry reports and meeting materials weighing up to 25 pounds; lift (to waist level) and carry equipment and supplies weighing up to 50 pounds; walk, side to side turning of the neck; pinch and grasp to manipulate writing utensils; moderately grasp to reach and manipulate boxes, equipment and supplies; stand, bend, stoop, push/pull, twist at the waist, flex neck; moderate wrist torque to wrist knobs and dials of equipment, squat, climb and kneel. Incumbents must be willing to work in varying outdoor environments; must be willing to respond to emergencies as required; must have visual ability sufficient to operate recreational equipment and vehicles under daylight and evening conditions; must be able to read instructions and to maintain work logs or other records and reports.

## ***APPLICATION PROCESS***

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via US mail.

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*The City contributes 8% to the Public Employees Retirement System (PERS) for the employee. Positions that are represented by the Chula Vista Employees Association will have a 1.92% salary deduction that coincides with the Work Furlough Program.*

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Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096  
Hours: 8 AM – 5 PM Monday - Friday • [www.chulavistaca.gov](http://www.chulavistaca.gov) • **Job Hotline: (619) 691-5095**

Assigned Staff: Cleve Jacobs (619) 585-5743 [cjacobs@ci.chula-vista.ca.us](mailto:cjacobs@ci.chula-vista.ca.us), Published 7/29/2004

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